



GOVERNING BOARD MEETING MINUTES

South Bay Regional Public Safety Training Consortium

Minutes March 23, 2006
Evergreen Valley College – Criminal Justice Training Center
South Bay - Room #103, 10:00 a.m.

I. CALL TO ORDER

Chair Dr. Allan Hoffman called the meeting to order at 10:07am.

Board Present:	Dr. Allan M. Hoffman (Chair)	Hartnell College
	Dr. Jim Wright (Co-chair)	Ohlone College
	Dr. David Coon	Evergreen College
	Dr. Steve Kinsella	Gavilan College
	Ms. Jeanine Hawk	DeAnza College
	Ms. Martha Tilman	College of San Mateo (Alt)

Absent	Mr. Mike Claire	College of San Mateo
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Also Present:	Ms. Sherrean Carr	SBRPSTC
	Ms. Cindy Bevan	SBRPSTC
	Ms. Norma Rivellini	SBRPSTC
	Mr. Bob Pollard	SBRPSTC

II. Approval of Minutes

The minutes from the February 16, 2006 meeting were approved. Motion to approve the minutes was made by Dr. Steve Kinsella and seconded by Dr. David Coon. All were in favor with none opposed.

III. Agenda

IV. RECESS TO CLOSED SESSION

The Board recessed into closed session at 10:10am.

V. RECONVENE TO PUBLIC SESSION

The Board reconvened into public session at 10:33am.

VI. REPORT ON CLOSED SESSION

Appointment of new interim Executive Director was announced. Dr. Joe Samuels will begin at South Bay on Monday, March 27, 2006. This was first ratified by Dr. Steve Kinsella and seconded by Dr. Jim Wright. All were in favor with none opposed.

A motion was made by Dr. Steve Kinsella to ratify the Professional Personnel Leasing agreement in order to assist the JPA in its endeavor to employ a new Executive Director. Dr. Jim Wright seconded this motion with all in favor and none opposed. This process not to exceed \$25,000.

Dr. Kinsella offered to be the contact person for the PPL and also suggested that a committee of three Board members be appointed in this process. Dr. Allan Hoffman and Dr. Jim Wright volunteered to be part of this committee.

VII. CITIZENS INTERIM

None

VIII. BUSINESS

Dr. David Coon wanted to personally thank Sherrean Carr for the exemplary job she has done here at South Bay. Dr. Coon also wanted to thank Gavilan College for allowing Sherrean to work with South Bay. Dr. Hoffman also commended Sherrean for an exemplary job done in her short time here at South Bay.

Sherrean updated the Board with regards to Jade Systems and their part in doing the agency assessment. Jade Systems will charge \$160 per agency (28 agencies) and asked South Bay to create the questions they would like presented to these agencies. Jade Systems will complete a face to face interview, telephone, fax or mail surveys. The Board would also like to see samples of other surveys that Jade Systems has done in the past.

Sherrean Carr talked to the Board about the new software (Intuit), which will be implemented in April 2006. The Board approved this in last year's budget and \$40,000 was set aside for this project. An additional \$15,000 was set aside for training on this software but may not be needed. Training on this new system is scheduled for a session in April.

Sherrean Carr spoke about South Bay having a credit card for purchasing items. South Bay has been doing online purchasing where a purchase order is not feasible. This credit card would have a limit and be used by specific personnel such as the bookstore, audio/visual and IT for purchases where purchase orders are not possible.

A current FTES report was given to the Board and the Board was advised that this total does not reflect In-Service which will be reported out in the 4th quarter. There maybe some additional FTES but a better projection of this will be next month.

NEW BUSINESS:

The following are considerations needed to find a new Executive Director for South Bay:

1. Establishment of sub-committee for new Executive Director
2. Identify who should be on the screening committee
3. How does South Bay advertise this position for outside applicants

IX. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 10:50am.
The next meeting is scheduled for April 20, 2006.